

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 8/4/03

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AGENDA SECTION: Consent	ORIGINATING DEPT: Human Resources	ITEM NO. D-10
ITEM DESCRIPTION: Revised Personnel Policy - Payroll Processing		PREPARED BY: Linda Gilsrud
<p>The Personnel Advisory Committee (PAC) met on July 23 to review the revised payroll processing policy (see attached) for the Personnel Policy Manual. The revised policy was reviewed and recommended for approval by the PAC.</p> <p><u>Council Action Requested:</u></p> <p>Request a motion to approve the revised Payroll Processing policy for inclusion in the Personnel Policy manual.</p>		
COUNCIL ACTION: Motion by: _____ Second by: _____ to: _____		

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City of Rochester
Personnel Policy Manual
Payroll Processing Policy

PAYROLL PROCESSING

Earnings are deposited every other Friday approximately ten days after the pay period ends on a Wednesday. If a payday falls on a bank-designated holiday, employees shall have their pay deposited on the preceding workday.

All earned wages are paid to the employee by direct deposit. Newly hired employees are required to furnish an account number prior to employment with the City so that earnings may be deposited. Account number changes should be reported promptly to Human Resources so earnings are correctly deposited.

Each payday employees will receive an electronic or printed payroll deposit statement (payroll advice) that will be a statement of earnings and deductions for that pay period. It will include a statement of the most recent pay period's earnings and also year-to-date information.